

MONTROSE SCHOOL DISTRICT

309 SOUTH CHURCH AVENUE

MONTROSE, SD 57048

(605) 363-5025

OUT OF SCHOOL TIME (OST)

HANDBOOK

About Us

The Montrose School District is offering an after school program called OST for school aged children in grades JK-4. The hours of operation include 3:30 p.m. until 6:00 p.m. We will not be open during school holidays, but will be open on early releases. Our program will start and end each day on the old gym stage unless otherwise noted.

Program Offerings

- Enhanced Program not a daycare.
- Our program offers a wide variety of activities designed to meet the many needs of the children enrolled in the program. Through activities we work to:
 - Foster a positive self-concept and sense of independence in each child;
 - Encourage each child to think, reason, question, and experiment;
 - Encourage awareness of our community and learn to make wise use of leisure time;
 - Make sure activities are age-appropriate and of interest to each child;
 - Enhance each child's physical development, academic achievement, cultural enrichment, cooperative nature, and a healthy view of competition;
 - Provide a variety of games, books, crafts, toys, etc. in a flexible, balanced program; and include ideas and plans suggested by and carried out by the children
- Our program will be located at the Montrose Elementary School, 309 S Church Avenue, Montrose, SD. We will have full access to both indoor and outdoor school facilities as well as other school-based resources.
- We will be serving a nutritious snack every day after school. The cost of food is included in the program fees.
- If your child is on a special diet or allergic to any food, please list specifics on the enrollment form.
- If a child fails to show up when scheduled and the program has not been notified we will notify the administration and we will call the child's parents and/or emergency contacts until the child has been located. We urge parents to tell us in advance of any absences.

Enrollment/Payment

Application materials must be filled out prior to enrollment in the program. You will be required to provide us with:

- Name and telephone numbers of the child's parent(s)
- Name and telephone number of a person not living with you to contact in case of an emergency
- Written permission from parent allowing for emergency medical treatment
- Our program operates Monday-Friday from 3:25 pm-6:00 pm, and on early outs and snow days until 6:00. OST will not be in session on days the school has off

- The program will charge a \$2.25 per hour with a minimum of one hour daily. Families could be eligible for child care assistance to help defray this cost
- Minimum \$5.00 late charge for five minutes past 6:00pm; \$1.00 per five minutes after that
- Bills will be sent out monthly
- Three late payments could result in termination of services

Staff Information

Superintendent Johnson will be the site director and Ann Yount will be the site coordinator during the centers hours of operation and will ensure that the center is sufficiently staffed to provide for the children in care and that substitute staff is available to replace regular staff when needed.

Our staff meets qualifications set forth by Child Care Services. For more information about specific qualifications, please contact Mr. Jacobs.

When hired the following steps are taken with each staff person:

- Three references have been contacted
- Their name has been screened against the South Dakota Department of Social Services Central Registry. (The Registry is a listing of all individuals who have substantiated reports of child abuse or neglect including those investigated by the Department of Social Services and those where is a court finding.)
- Before the individual works unsupervised with children, the individual is provided orientation to make them familiar with all aspects of our program's operation.
- Staff annually completes 10 hours of training.
- Our staff is mandated to report suspicions of child abuse and neglect. We will report any characteristics suspicious of abuse/neglect to the Department of Social Services. If a staff member is accused of abuse or neglect, they will be suspended until an investigation is completed and an outcome decided. When hired, each individual signs a statement to indicate their awareness of this legal obligation.
- The program director will be assisted by part time paid staff, teachers, and a cadre of community volunteers. The director will report to the Montrose School District superintendent/elementary principal, who will act as the project director and key contact with the South Dakota Department of Social Services.
- Site assistants are supervised by the operator, supervisor, or site coordinator.
- Site assistants must be at least 14 years of age or 16 years of age if the program serves children who are at least 12 years of age.
- Site assistants under 18 years old must work under the direct and constant supervision of an adult.
- All workers and volunteers are mandated child Abuse reporters. If there is anything reported we will follow the same guidelines as the Montrose Public School to ensure that the alleged

incident will not reoccur while waiting for official investigations and for evaluating continued employment of any staff member determined to be involved in an incident of child abuse.

- The person who plans and implements the program must have the appropriate degree and experience and must be on site at least two hours a week while the sites are open.
- Volunteers used to fill staff positions will meet the requirements for the position.
- We provide at least one staff person for every 15 children in attendance. Staff person must be at least 16 years of age when they are counted in the staff child ratio.
- Group size for regular activities and activity areas are limited to 30 children. Special events (parties, guest speakers, etc.) group size will not exceed our licensed capacity.
- Every time a child arrives at the program they will be signed in. We document daily attendance of children and we maintain those records.

Illness/Injury and Medication

- Our program does not provided care of sick children. You will be notified by phone if your child becomes ill or is injured during program hours. Once notified, we request that your child is picked up as soon as possible and he/she will be isolated from the other children (supervised) until you arrive.
- Program staff will not administer medicine.
- If medication is necessary your child must have a signed form from their doctor that states your child can take their own medicine. The medication must be in the original pharmacy container with the label intact. The medicine will be kept inaccessible to other children and refrigerated if necessary.

Discipline

- Our program will use the same rules and guidelines that the school has for discipline.
- Discipline techniques used by staff will offer clear-cut limits with positive guidance and direction and help your child achieve self-control and respect the rights of others.
- Discipline techniques will not:
 - Place a child in an environment that would be harmful or dangerous
 - Be humiliating or frightening
 - Be delegated to older children or peers
- Children enrolled are expected to exhibit behavior that does not disrupt or interfere with activities or social interaction of other children. Parents will be notified in writing when a major discipline problem occurs.
- If discipline problems become a problem the director and parents will decide if the child can remain in the program or if the child will be taken out of the program (enrollment fees will not be refunded).
- We prohibit use of such humiliating and frightening punishment as:
 - Holding or forcing snacks or meals
 - Use of substances such as soap, pepper, or hot pepper for punishment

- Hitting, pinching, shaking, spanking, or inflicting corporal punishment
- Restriction of movement by binding or enclosing in a confined space; and
- Verbal abuse, threat, or derogatory remarks about child or family.

Parent Involvement/Information

- Parents are welcome to visit the program at anytime. Our program encourages communication between staff and parents in order to best meet the needs of your child(ren)
- Our program follows strict confidentiality policy. We will not share information about your child or family with anyone but program staff.
- As soon as a child arrives at the program we will sign them in. For the After School program, your child must be signed in by 3:35 or they will need a note to be able to stay that day. You can arrange for your child to be able to sign themselves out, or may have it so that your child is to be signed out by a parent or sibling.
- If you know in advance that your child will not be attending please call the director as soon as possible.
- Each parent will be notified through a note sent home regarding changes that may take place regarding the programs operations or policies.
- We want to encourage parents to become involved in our program. If you would like to help plan an activity, or have a suggestion about possible events in which the children could participate, please talk to us. YOUR INVOLVEMENT IS WELCOME!
- Our program is immediately notified of any major changes that will be occurring with the center operations and within 24 hours if a child, while in care, dies, acquires illness or is involved in an accident that requires hospitalization.

Licensed Program Information

- Our program is licensed by the South Dakota Department of Social Services, Office of Child Care Services as an after school program. Our program meets the minimum requirements for an after school program. A copy of these regulations can be obtained through the local office of Child Care Services or by calling 1 800 227 3020.
- The office of Child Care Services reviews our program each year. As required a copy of our most recent review finding will be posted on our bulletin board.
- The site coordinator must be 18 years of age and have a valid CPR certification.
- Site assistants must be at least 14 years of age or 16 years of age if the program serves children who are at least 12 years of age.
- Site assistants under 18 years of age must work under direct and constant supervision of an adult.
- The person who plans and implements the program must have the appropriate degree and experience and must be on site at least 2 hours a week while the sites are open.
- Volunteers used to fill staff positions will meet the requirements for the position.
- No staff member or volunteer will have a substantial report of Child Abuse/Neglect.

Evacuation Procedures

Our program has developed an emergency preparedness and response plan to address emergency issues that may arise at the program. Staff review this plan upon hire and the plan is reviewed again on a yearly basis to make any changes and updates as needed;

- **Fire Evacuation**
 - Students and staff will leave the stage through the North door onto the playground.
 - Students and staff will exit the playground through the West gate.
 - Students and staff will head North across the street and meet in front of the Catholic Church.
- **Tornado Drill**
 - Students and staff will go to the girl's locker room and congregate in the shower stalls.
- **Lock down Procedure**
 - During a lockdown, the staff member(s) in charge will gather all students onto the stage and lock both doors.
 - Staff members will place green or red cards in the window of the doors.
 - Students will gather in the southwest corner of the stage and remain quiet.
 - Staff member will shut the lights off

Special Diet/Prevention and Response to Allergies

- If your child is allergic to any type of food or has a special diet that we need to follow, please fill out the "Special Diet Form" that is attached and return the form with the other OST handbook forms
- If your child has any other type of allergies, please note that information on the enrollment form. We will further discuss this information with you to develop a plan to prevent exposure to allergens and to treat your child in the event of an allergic reaction.

Communicable diseases

- The OST program will follow the Department of Health's recommendations for addressing a communicable disease and will notify the Department of Health of those illnesses that are required to be reported.

Hazardous Material and bio Contaminants

- Staff receive training when hired on the handling and storage of hazardous materials and the disposal of bio-contaminants. Staff are required to follow recommended procedures as outlined in the training and as set in policy by the program.

Immunizations

- Children enrolled in the program have submitted verification of current immunizations when enrolled in school. Our program does not collect this information again as it is already on file with the school. All children who participate in our OST program have to be enrolled in our school so their immunization records will be on file.

For more information on our program, contact:

Montrose School District

309 South Church Avenue

(605) 363-5025

Return this portion stating that you have read the Montrose OST Handbook.

Student Name_____

Parent Signature_____

Parent Signature_____

Application for Out of School Time Supervision

The Montrose Out of School Time Program offers a safe, supportive school environment which children from the Montrose School Community may grow and develop. The mission of the Montrose OST program is to provide affordable, high quality school-age childcare to meet the developmental needs of elementary school children when they are not in school and when parents are at work.

Child(ren)Name(s)_____ Grade_____

_____ Grade_____

_____ Grade_____

Parent/Guardian Name(s)_____

Home Address_____

Home Phone_____ Work Phone_____ Cell Phone_____

Approximate pick up time_____

Which day(s) of the week will you need OST? Circle all that apply.

Monday Tuesday Wednesday Thursday Friday

Are there any allergies we need to know about?_____.

Is there any other information that you feel we should know about?

_____.

Please list a name and phone number that doesn't live with you that we may contact in case of an emergency:

Name_____

Address_____

Phone number(s)_____

Parent/Guardian's Signature_____ Date_____

Program Use: Date of receipt _____ **ENROLLMENT FORM** First date of attendance _____

Child's Identification:

Child's Name	Date of Birth	Sex
Address		Phone Number

If child does not go by his/her first name, what does he/she prefer to be called? _____

Parent(s)/Guardian Identification:

Name	Relationship to Child
Address	Home Phone
Employer	Department
Work Phone	Work Hours

Child resides with above? (circle) Yes No

Please explain arrangements if applicable: _____
_____.

Name	Relationship to Child
Address	Home Phone
Employer	Department
Work Phone	Work Hours

Child resides with above? (Circle) Yes No

Please explain arrangements if applicable: _____

PARENTAL EMERGENCY MEDICAL CONSENT

This form must be presented upon admission for treatment.

Childs' Full Name: _____ Birth Date _____

In event that my child (listed above) may require medical and /or surgical care while I am out of the city or unable to be reached, I hereby give my consent to medical and/or surgical treatment to _____ hospital and Doctor _____ or his/her designee to provide this care, I agree to pay all costs and fees contingent on any emergency medical care and/or treatment for my child as secured or authorized under this consent. (The Before and After School Program states that every effort will be made to notify parents/guardians immediately in case of emergency.)

Parents/Guardians with Whom the Child Resides:

Name _____ Relationship to Child _____

Address _____ Employer _____

Home Phone _____ Work Phone _____

Name _____ Relationship to Child _____

Address _____ Employer _____

Home Phone _____ Work Phone _____

Information:

Doctor _____ Phone _____ Address _____

Medication _____

Insurance Company _____ Policy Holders I.D. _____

This consent will be in effect beginning (date) _____ and continuing while the child is enrolled in this facility.

Signature Parent/Guardian

Date

Signature Parent/Guardian

Date

Child Pick-Up Release

Parents: Please list below the individual who have your permission to pick up your child either during or after the OST Program. Your child(ren) will only be released to those listed below. *(If changes need to be made, notify the school or Director as soon as possible.)*

Name

Address

Home/Work Phone
